

Sample: Format for a Performance Work Statement (PWS)

1. **PROJECT TITLE:** Provide a short, descriptive title of the work to be performed.
2. **BACKGROUND:** Describe the need for the goods or services, the current environment, and the office's mission as it relates to this requirement. Provide a brief description/summary of the goods or services sought.
3. **SCOPE:** Indicate which EAGLE functional categories apply to the work to be performed. Include a high-level view of the procurement, its objectives, size, and projected outcomes. Do not include anything that will not contribute to the expected result. Do include impacts/implications.
4. **APPLICABLE DOCUMENTS:** List relevant legal, regulatory, policy, and security documents. Include publication number, title, version, date, where the document can be obtained, etc. State which portions of the documents apply.
5. **PERFORMANCE REQUIREMENTS:** Provide a narrative of the specific performance requirements or tasks that make up the PWS. Describe the work in terms of the required output (i.e., what is expected from the contractor), rather than how the work is to be accomplished or the number of hours to be provided. Number the tasks sequentially, e.g., Task 1 - title of task and description, Task 2 - title of task and description, etc. The requirement must be defined sufficiently for the contractor to submit a realistic proposal and for the Government to negotiate a meaningful price or estimated cost.
6. **PERFORMANCE STANDARDS:** Performance standards establish the performance levels required by the Government. Examples of performance standards include: (1) quality standards (condition, error rates, accuracy, form/function, reliability, maintainability), (2) quantity standards (capacity, output, volume, amount), and (3) timeliness standards (response times, delivery, completion times, milestones) (see Appendix F for discussion on performance standards/metrics).
7. **INCENTIVES:** Incentives should be used when they will encourage better quality performance. They may be either positive, negative or a combination of both. Incentives may be monetary or non-monetary. Incentives need not be present in every performance-based contract as an additional fee structure. In a fixed-price contract, the incentives would be embodied in the pricing, and the contractor could either maximize profit through effective performance, or have payments reduced because of failure to meet the performance standard. Positive incentives are used if the work exceeds the standards. Standards should be challenging, yet reasonably attainable. Negative incentives are actions used if the work does not meet the standards (see Appendix F for incentive examples).

8. **DELIVERABLES AND DELIVERY SCHEDULE:** List all outputs/outcomes with specific due dates or timeframes. Include media type, quantity, and delivery point(s). State due dates in terms of calendar days after task order (TO) award.
9. **GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION:** Identify the Government-furnished equipment and information, if any, to be provided to the contractor, and identify any limitations on use. Be as specific as possible.
10. **PLACE OF PERFORMANCE:** Specify whether the work will be performed at the contractor's site or at a Government site. Provide exact address if possible. Describe any local or long distance travel the contractor will be required to perform.
11. **PERIOD OF PERFORMANCE:** State the period of performance in terms of total calendar days after TO award (e.g., 365 calendar days after TO award), or in terms of start and end date, e.g., October 1, 20XX through September 30, 20XX. The use of "calendar days" provides an accurate understanding of the actual length of the TO and allows the actual dates of performance to be set at the time of TO award.
12. **SECURITY:** State whether the work will be UNCLASSIFIED, CONFIDENTIAL, SECRET or TOP SECRET. The contract security classification specifications in Section I of the EAGLE contracts provide for additional guidance.
13. **QUALITY ASSURANCE SURVEILLANCE PLAN:** The quality assurance surveillance plan (QASP) is the portion of the PWS that explains to the contractor what the Government's expectations are, and how (and how often) deliverables or services will be monitored and evaluated. It also spells out any incentives that would encourage the contractor to exceed the performance standards. It also imposes negative incentives when the outputs/outcomes are below the performance standards. Attach the QASP to the PWS (see Appendix I for sample QASP).